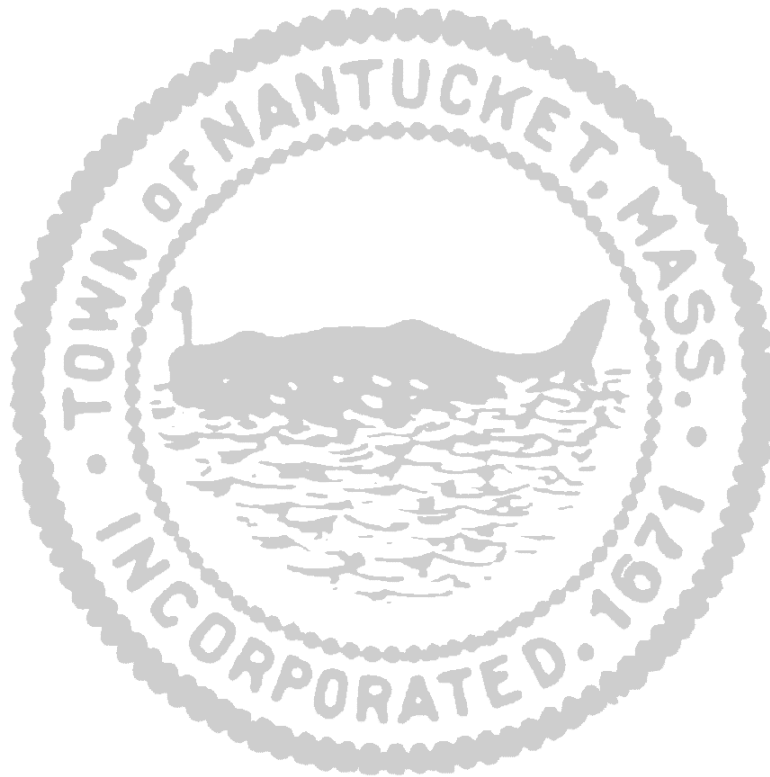


Town of Nantucket Employment Application



Please read the following before filling out this application.

The Town of Nantucket does not discriminate in hiring or employment on the basis of race, gender, color, religious creed, sexual orientation, political affiliation, national origin, handicap, veteran status, ancestry or on the basis of age as defined by law or other non-job related factors. No question on this application is intended to secure information to be used for such discrimination.

To be sure that your application is properly evaluated, all questions should be answered clearly, completely and accurately. If you need more space, please attach a separate sheet. Please type or print in ink.

APPLICANT DATA RECORD

This information is voluntary.

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap. As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation. This data is for periodic government reporting and will be kept in a confidential file separate from the Employment Application.

Please Print

Date: _____

Position(s) Applied for: _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative
 ☐ Walk-in ☐ Employment Agency ☐ Other

Name: _____ Phone: (____) _____

Address: _____
(Street, City, State, Zip Code)

AFFIRMATIVE ACTION SURVEY

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

• Check one: ☐ Male ☐ Female

• Check one: ☐ White ☐ Black ☐ Hispanic ☐ Cape Verdean
 ☐ American Indian/Alaskan ☐ Native Asian/Pacific Islander

• Check if any are applicable:

☐ Vietnam Era Veteran ☐ Disabled Veteran ☐ Handicapped Individual

PERSONAL INFORMATION

Date: _____

Name: _____

Address: _____
(Street, City, State, Zip Code)Mailing Address (if different from above): _____

Telephone: (____)_____ Social Security Number: _____

Position Desired: _____

Salary Desired: _____

If hired, can you furnish proof that you are eligible to work in the United States?
☐ Yes ☐ No**GENERAL INFORMATION**

If you are under the age of 18, can you furnish a work permit? ☐ Yes ☐ NoHave you filed an application here before? ☐ Yes ☐ No

If yes, please provide date(s): _____

Have you ever been employed by the Town of Nantucket before? ☐ Yes ☐ No

If yes, please provide date(s): _____

Are you currently employed? ☐ Yes ☐ No

May we contact your present employer?

☐ Immediately ☐ After acceptance of employment ☐ NoIf no, please give reason: _____

EDUCATION

| Name | Address | Course of Study | Degree obtained, if any. |
|--|----------------|------------------------------|---------------------------------|
| High School: Years Completed: | | | |
| College: Years Completed: | | Major: Minor: | |
| Graduate School: Years Completed: | | | |
| Other: Years Completed: | | | |

Do you speak, read or write any foreign languages? ☐ Yes ☐ No

If yes, please list language(s): _____

EMPLOYMENT EXPERIENCE

Account for all employment since high school or the last ten years, whichever is less. Start with your present or last job. Include military service assignments and volunteer activities.

| | | |
|---|-------------------|--|
| Employer (include address): Dates employed: From: To: Hourly rate/salary: Starting: Final: | Principle Duties: | Job Title: Supervisor: Reason for Leaving: |
| Employer (include address): Dates employed: From: To: Hourly rate/salary: Starting: Final: | Principle Duties: | Job Title: Supervisor: Reason for Leaving: |
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| Employer (include address): Dates employed: From: To: Hourly rate/salary: Starting: Final: | Principle Duties: | Job Title: Supervisor: Reason for Leaving: |

If you need additional space, please continue on a separate sheet of paper.

EMPLOYMENT EXPERIENCE *continued*

Describe other training, certifications, licenses (CDL, etc.) or other experience applicable to the job you are seeking:

Special skills (fill in only if job related):

CRIMINAL RECORDS / SEALED RECORDS

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please provide details of past felony convictions:

Have you been convicted of a misdemeanor within the last five years other than a first conviction for drunkenness, simple assault, affray, speeding, a minor traffic violation, or disturbance of the peace?

☐ Yes ☐ No

If yes, please provide details of such past convictions:

Conviction will not necessarily disqualify an applicant from employment. An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to an inquiry herein relative to prior convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior adjudication in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.

REFERENCES

Please provide the names of three professional or work-related references. Please include telephone numbers.

| Name and Phone Number | Company/Affiliation | Title | Years Acquainted |
|-----------------------|---------------------|-------|------------------|
| | | | |
| | | | |
| | | | |

Please read the following before signing:

NOTE. *If you have any questions regarding the following statement, please ask the Personnel Officer before signing.*

I understand that receipt of this application and the granting of an interview does not imply that I will be employed.

I hereby affirm that the information provided by me on this application.(and accompanying resume, if any) is true and complete and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. I understand that any offer of employment is conditioned upon satisfactory replies from my references and that employment is for no stated term and may be terminated by me or the Town of Nantucket at any time. I understand that this application is not a contract for employment.

I authorize persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying resume, if any) to provide the Town of Nantucket with any relevant information which may be required to arrive at an employment decision and I voluntarily release such persons, schools, employers, and organizations from all liability for providing such information. I release the Town of Nantucket against any liability which might result from requesting such information.

An inquiry may be made that will provide application information concerning character, general reputation, personal characteristics and mode of living. On written request, additional information as to the nature and scope of the report, if one is made, will be provided.

Signature: _____ Date: _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.